

PJ Name: _____ ID: _____

Reviewer: _____ Date: _____

I. GENERAL PROGRAM REVIEW

QUESTIONS	ANSWER		NOTES
	Y	N	
A. PREPARING TO PERFORM A PROGRAM REVIEW			
1. Has the name and phone number of the current LSO been submitted?			
2. Have projects requiring a labor standards review been identified?			
3. Has a sample of applicable projects been compiled for review?			
4. Have any labor standards violations been detected? a. If Yes, were remedial actions taken? b. Were worker complaints handled and resolved in a timely manner? c. Is proper documentation in project files?			
Total Number of Projects _____			
Number of Projects Reviewed _____			
Percentage of Projects Reviewed _____			

II. REVIEW OF PROJECT FILES

Complete the remainder of this checklist for each project reviewed.

Project Name: _____

Project ID: _____

QUESTIONS	ANSWER		NOTES
	Y	N	
B. PRECONSTRUCTION DOCUMENTATION			
5. Are required preconstruction documents in project case files? a. Wage Rate Request and Determination b. Have Invitations For Bids been issued? If yes, have labor standards provisions and wage rate determinations been included? c. Ten-Day Call Verification d. Contractor Eligibility Verification Form e. Contracts containing labor standards provisions and wage decisions? f. Preconstruction Conference Minutes/ Sign-In Sheet g. Notice of Start of Construction h. Notice to Proceed			
6. Have contractors submitted weekly signed payrolls? a. Does the grantee maintain evidence that it reviewed the payrolls?			
7. Has LSO conducted employee interviews? a. Are Records of Employee Interviews in the files? b. Were a representative number of labor categories covered?			
8. Did the PJ conduct on-site inspections and place evidence of such in the case files?			
C. FINAL WAGE COMPLIANCE STATEMENTS			
9. Did the PJ issue Final Wage Compliance Statements and place copies in the case files?			